CENTRAL PIEDMONT COMMUNITY COLLEGE

Dear Transferring or Returning Chapter 35 VA Student:

Welcome to CPCC!! If you are planning to attend our college and are using your Veterans Affairs educational benefits there several steps that you should take to be eligible. Since you've received Veterans Affairs educational benefits at a previous college or haven't attended CPCC in over two semesters, you must complete a 22-5495 Change of Place of Training form (you can access this form at www.gibill.va.gov, click on "Apply for Benefits").

STARTING YOUR VA BENEFITS…..

☐	Complete the 22-5495 Change of Place of Training form. Bring a copy of the form after you submit it online to CPCC's VA Office for your file. Please make sure the confirmation number is on the bottom of the document. Your Veterans Affairs file number along with the correct suffix letter (Payee Number) must be provided in the appropriate sections of the form to be certified by the VA Office.
☐	Read the General Information and Statement of Understanding forms enclosed. Sign/complete/submit the CPCC Veterans Memorandum of Understanding form once you have read all forms in the packet.
☐	Complete the VA Demographic Form in ink and PRINT CLEARLY. The VA Packet will not be accepted without this form being completed and returned with other documents.
☐	Complete, sign and return the enclosed Transcript Certification Form listing all previously attended colleges.

ADMISSION REQUIREMENTS……please don't submit the documents above until the steps below are completed

☐	Complete a CPCC Admissions form either online or in person at any campus location. The Admissions process will determine your residency status for either in-state or out-of-state tuition charges.
☐	Request an official copy of your High School Transcript for the Student Records Department at CPCC unless you have an Associates or Bachelor's degree from an accredited college/university. If so, that degree must be on file.
☐	Submit official transcripts from all previous colleges, member 4 DD214, and military transcripts, when applicable, to our Student Records Department with a request for evaluation. The request for evaluation is submitted through your MyCollege. **All transcripts must be evaluated prior to submitting your VA packet.**
☐	Take Placement Test to confirm need for remedial courses, if applicable. You may not be required to take these. However, remedial Math or English courses are not eligible for certification unless placement tests taken within the last two years are on file at our Testing Center.
☐	See the Counseling Department to be admitted into a VA Catalog Approved Program or have your program updated to a current catalog year. We can only certify courses that are required under one program of study.

Next Step: **After you have completed all of the steps listed above, submit your Certificate of Eligibility, Demographic form, Memorandum of Understanding, Veterans' Affairs Office Transcript Certification form, and a Member 4 DD214, if applicable, to the Financial Aid/Veterans' Affairs Department.** You will then receive an email at your CPCC email address. **Incomplete packets will be mailed back to the student.** Once you have received your file complete email, have officially registered for classes, and have a form of payment in place, email your VA certifying official, from your CPCC email with your **Student ID number and current phone number.** They will then call you to schedule your appointment for certification. Before sending the email, run a **"Program Evaluation,"** through the MyCollege online services (www.cpcc.edu) to insure that all courses are required for your Program of Study.

If you are registered for Virtual online/telecourses, read the enclosed Veterans Affairs Virtual Course Guidelines/Eligibility Criteria to determine if you are eligible to be certified. Even if you meet the eligibility criteria for Virtual Course Certification, remedial courses can't be certified if taken as a virtual course for any VA students (example: MAT 070, ENG 095, etc.).

Please note: **Your VA file must be complete, including all College Transcripts being received and evaluated by the Student Records Department, before you can be certified for your VA Educational Benefits. We must also have the schools' copy of your Certificate of Eligibility. We do not accept faxed packets. Please meet with a FA/VA Specialist to submit your VA Packet.**

CONTACT INFORMATION:

VETERANS AFFAIRS OFFICE
CENTRAL CAMPUS, CENTRAL HIGH BUILDING, ROOM 206
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We also encourage all VA Students to apply for Financial Aid at www.fafsa.ed.gov..

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